

Admin Module System Administration – Security

The Admin Module is where system security and defaults are setup. This Chapter describes how to use the Web Work, Admin module.

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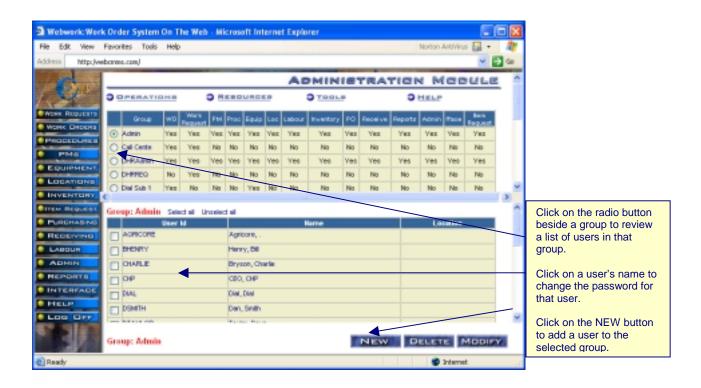
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1.1 Overview of the Admin Module

The Admin module is used to setup system defaults and user permissions. Users are added to the Labour module, but must have their permissions set up in the Admin module.

Click on the ADMIN button on the left hand side of the screen to access the Admin module.

When you enter the Admin module, you will be in Group: Admin mode. A screen similar to the one pictured below will open:



The OPERATIONS OPERATIONS, RESOURCES OF RESOURCES, TOOLS OF TOOLS OF THE AND HELP drop down menus contain the various features available in the Procedures module.



The Group: Admin screen lists all Groups that have been set up and which modules the specified group has access to (YES means they have access, NO means they do not have access). To display a list of users assigned to a group click on the radio button beside the applicable group.

2.1 Setting Up Web Work User Groups

The Web Work system security is setup by user group and by user as well. The user groups feature permits you to set up user groups who have similar permissions for accessing the Web Work system. For example the Purchasing Dept may only have access to the Purchasing module or the general population of your organization may only have access to the Work Requests module.

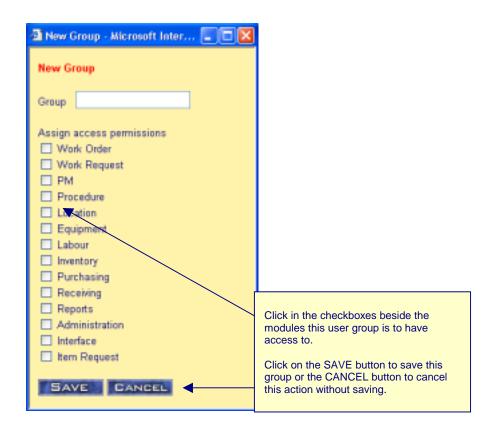
2.1.1. Adding a New Group

To add a new group:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the PERATION menu at the top of the Admin Screen to display the drop down menu and select New Group from the drop down menu.



A screen similar to the one pictured below will open:



Enter a Name for the new group. For example: Purchasing, Office Staff etc.

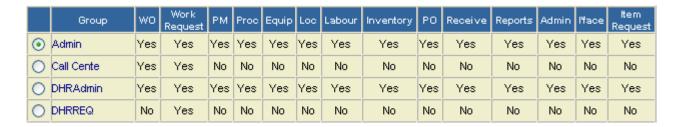
- Click on the check box (es) beside the modules this group will have access to.
- Click on the SAVE button SAVE to save this new group.



After a group is setup, individual users must be added to the group. See adding users to a Group below for more information on this feature.

2.1.2. Editing Group Access

Click on the ADMIN button on the left hand side of the screen to access the Admin module.



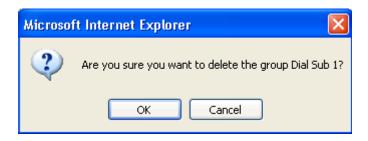
- Click on any of the Groups to open the Edit Groups screen.
- Check or uncheck the checkbox (es) beside the modules you wish to change access to.
- Click on the SAVE button to save this new group.

2.1.3. Deleting a Group

To delete a group:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RADIO button Obeside the Group you wish to delete.
- Click on the Delete Group from the drop down menu.
- A message box confirming this action will appear on the screen. Click on the OK button to confirm this action or the CANCEL button to stop this action.



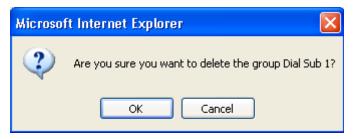


The users in the group you deleted still have labour records in the Web Work system. However, they will not have access to the Web Work system until they are added to another group.



One group MUST always have ADMIN privileges and a user assigned to it or it will not be possible to add or change, users or groups.

A message box confirming this action will appear on the screen. Click on the OK button to confirm
this action or the CANCEL button to stop this action.



The users in the group you deleted still have labour records in the Web Work system. However, they will not have access to the Web Work system until they are added to another group.



One group MUST always have ADMIN privileges and a user assigned to it or it will not be possible to add or change, users or groups.

2.1.4. Adding User's to Groups

After a group is created, individuals who share similar permissions should be added to the group.

To add a new user to a group:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RADIO button beside the Group you wish to add an employee to. A table listing all users in this group will be displayed below the Groups table.
- Click on the NEW button at the bottom of the page to open the New User Window.

The New User screen will open as pictured below:



- Enter the user's id or click on the QUERY button to select a user from the Web Work database.
- Create a temporary password for the user. This password can be changed by the user in the Work Requests or Work Orders module.
- Click on the SAVE button to save this user to the group you have selected.

This employee will now have access to the modules selected when this group was setup. Access to the features in each of the modules must be setup using Web Work's System Security feature.



Each user can only belong to one group. If a user requires different rights than other members of their group they must be assigned to a different group or assigned to a new group, which you create.

2.1.5. Changing the Group a User Is In

To change a user to a different group:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RADIO button beside the Group the employee is part of.
- Click in the checkbox beside the user you wish to move to a new group.

The Change Group screen will open as pictured below:

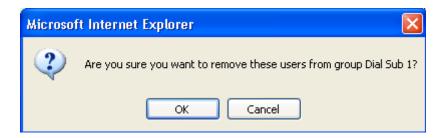


- Click on the down arrow to select the Group you want to move the selected user to.
- Click on the SAVE button to save this user to the group you have selected.

2.1.6. Deleting User's From a Group

To delete a user from a group:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RADIO button beside the Group the employee is part of.
- Click in the checkbox beside the user you wish to delete from the group.
- Click on the DELETE button at the bottom of the screen. A message box confirming you want to delete this user from the group will be displayed.



• Click on the OK button to continue or the CANCEL button to stop the action.



Deleting a user from a group removes them from the group they are assigned to and prohibits them from entering the Web Work system until they are assigned to a new group. Their labour record remains intact. To delete their labour record see the Labour module section of this manual.

3.1 System Security

Once a user is added to a group, permissions within that group need to be set up. Use Web Work's System Security feature to assign user's specific permissions within the modules they have access to.



Module access is setup by group as explained earlier on in this manual. See Admin – Setting up Web Work User Groups for more information.

3.1.1. <u>Setting Up User Permissions</u>

To Set Up User Permissions:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the PERATION menu at the top of the Admin Screen to display the drop down menu.
- Select System Security Setup from the drop down menu.



The System Security Screen will open as pictured below:



Enter a User ID into the applicable field or click on the QUERY button to select a user from the Web Work database.

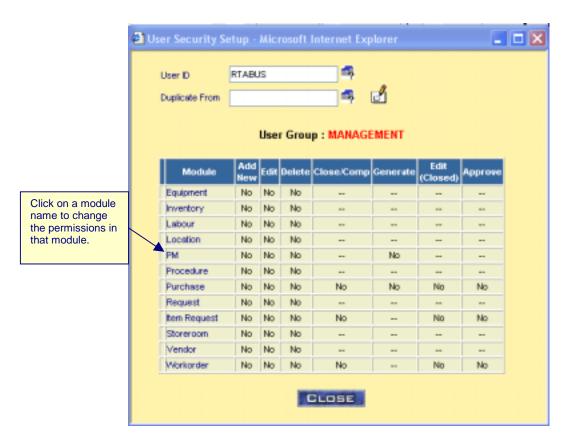


User permission settings can be duplicated from a user that has the same permissions as the one you are setting up. See Duplicating User Permissions for more information on this feature.

Click on the EDIT button to display the current permissions for this user.

The User Security Setup screen will open. By default all users have NO permissions setup.

The screen capture below shows the default settings for a new user to the system. NOTE: The user group this employee is part of has been given access to all modules.



Click on the name of the Module that you wish to edit the permissions for.



User permissions are being changed only for this user NOT for all users in the Group. To setup all users in the same group with the same permissions use Web Work's Duplicate From feature as explained further on in this manual.

• When you click on a module name the User Security Setup screen (for the selected employee) for that module will open. In the screen pictured below the Work Order module was selected.



- Set the permissions for this module by clicking on the applicable check box (es) . Enter a number into the Approval Amount field.
- Click on the SAVE button save these permissions and return to the main User Security Setup screen.

You will note any changes you made will be updated in the table shown on this screen.

Click on another module name to continue updating permissions or on the CLOSE button to close the User Security Setup screen.

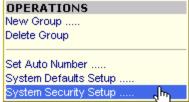
3.1.2. Editing User Permissions

To edit User Permissions:

Click on the ADMIN button on the left hand side of the screen to access the Admin module.

Click on the PERATION menu at the top of the Admin Screen to display the drop down menu.

- Select System Security Setup from the drop down menu.
- Enter a User ID into the applicable field or click on the QUERY button to select a user from the Web Work database.



- Click on the EDIT button to display the current permissions for this user.
- Click on the name of the Module that you wish to edit the permissions for.
- Update the permissions as required.
- Click on the SAVE button Save these permissions and return to the main User Security Setup screen.

You will note any changes you made will be updated in the table shown on this screen.

• Click on another module name to continue editing permissions or on the CLOSE button to close the User Security Setup screen.

3.1.3. **Duplicating User Permissions**

The Web Work Duplicate User Rather than having to re-enter the user permission details for employees who will have exactly the same permissions

To edit User Permissions:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the PERATIONS menu at the top of the Admin Screen to display the drop down menu.
- Select System Security Setup from the drop down menu.
- Enter a User ID into the applicable field or click on the QUERY button to select a user from the Web Work database.
- Set Auto Number
 System Defaults Setup
 System Security Setup

New Group

• Click on the EDIT button . A message window will open confirming you wish to copy the permissions from one User ID to the other. Click on the OK button to confirm this action or the CANCEL button to cancel the action.

The User System Security Setup screen will now display the updated permissions for the user you selected.

Web Work database.



NOTE: Permissions will only be duplicated for modules the users have access to. If one user has access to modules that the other does not, permissions will not be duplicated for those modules.

4.1 Changing a User's Password

A user's password can be change in the Work Requests, Work Orders or Admin module.

To change a password in the Admin module:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RADIO button Obeside the Group the employee is part of.
- Click on the applicable user's ID or name to open the Change Password screen as pictured below.



- Enter a new password for the User ID shown.
- Click on the SAVE button SAVE to save the new password.
- Click on the CANCEL button to exit the Change Password screen without updating the password.

5.1 Setting Up Web Work System Defaults

The system defaults feature permits you to setup defaults for how Web Work operates according to your specifications.

5.1.1. Accessing the System Defaults Feature

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the PERATIONS menu at the top of the Admin Screen to display the drop down menu.
- Select System Defaults Setup from the drop down menu.
- The System Default screen will open.



Whenever you change a system default, you must click on the *UPDATE* button to update the default, and then close the system default window and log off and then log back into the program to refresh the system.

New Group

Set Auto Number System Defaults Setup System Security Setup

Delete Group

5.1.2. Setting Work Requests System Defaults

The screen pictured below shows the defaults, which can be setup for the Web Work Work Request module.



Show Location on Request

This option has 3 choices: Yes, No and Force.

YES: If set to YES – the location field is defaulted to the location entered on the requester's labour

record but can be changed.

NO: If set to NO – the location can be queried and changed as required.

FORCE: If set to FORCE – the location field is defaulted to the location entered on the requester's

labour record and cannot be changed.

Show Remarks on Request

This option has 2 choices: Yes or No.

YES: Closing remarks can be viewed by the requester NO: Closing remarks cannot be viewed by the requester.

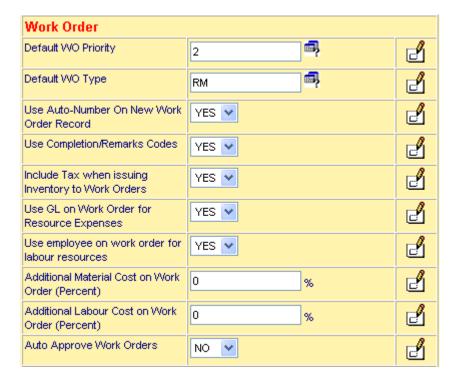
View Other's Requests

This option has 2 choices: Yes or No.

YES: Requesters can view other's requests NO: Requesters cannot view other's requests

5.1.3. <u>Setting Work Orders System Defaults</u>

The screen pictured below shows the defaults, which can be setup for the Web Work Work Orders module.



Default WO Priority

The default priority for work orders can be set using this feature. Any of the priorities contained in the Web Work database can be chosen. Click on the QUERY button to display this list.

Default WO Type

The default work order type can be set using this feature. Any of the WO types contained in the Web Work database can be chosen. Click on the QUERY button to display this list

Use Auto-Number on New Work Order Record

This option has 2 choices: Yes or No.

YES: If yes is selected auto-numbering will be used whenever you click on the new button to create a new

NO: If no is selected you will have to manually enter a new record number after clicking on the new button to create a new record.

Use Completion Remarks Codes

This option has 2 choices: Yes or No.

YES: If yes is selected, Completion Remarks Codes will be available for closing work orders.

NO: If no is selected, Completion Remarks Codes will not be available for closing work orders.

Include Tax when issuing Inventory to Work Orders

This option has 2 choices: Yes or No.

YES: Tax will be included when inventory items are added to work orders.

NO: Tax will not be included when inventory items are added to work orders.

Use GL on Work Order for Resource Expenses

This option has 2 choices: Yes or No.

YES: If yes is selected, the GL account on the work order will be used when applying materials to a work order.

NO: If no is selected, you will manually have to enter an account number should you choose to use one.

Use Employee on Work Order for Labour Resources

This option has 2 choices: Yes or No.

YES: If yes is selected, the employee record will be used when applying labour to a work order.

NO: If no is selected, you will manually have to enter an employee when adding labour resources.

Additional Material Cost on Work Order

Enter the percentage rate for any additional material costs on a work order.

Additional Labour Cost on Work Order

Enter the percentage rate for any additional labour costs on a work order.

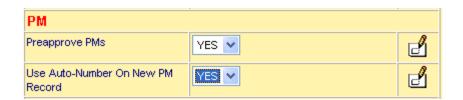
Auto Approve Work Orders

This option has 2 choices: Yes or No.

YES: If yes is selected, all new work orders will be automatically approved as created. NO: If no is selected, new work orders must be approved in the work order module.

5.1.4. Setting PMs System Defaults

The screen pictured below shows the defaults, which can be setup for the Web Work PMs module.



Preapprove PMs

This option has 2 choices: Yes or No.

YES: If yes is chosen all PMs work orders when they are generated will have a status of approved.

NO: If no is chosen when PM work orders when they are generated will need to be approved in the Work Orders module.

Use Auto-Number on New PM Record

This option has 2 choices: Yes or No.

YES: If yes is selected auto-numbering will be used whenever you click on the new button to create a new record.

NO: If no is selected you will have to manually enter a new record number after clicking on the new button to create a new record.

5.1.5. Setting Procedures System Defaults

The screen pictured below shows the defaults, which can be setup for the Web Work Procedures module.



Use Auto-Number on New Procedure

This option has 2 choices: Yes or No.

YES: If yes is selected auto-numbering will be used whenever you click on the new button to create a new record

NO: If no is selected you will have to manually enter a new record number after clicking on the new button to create a new record.

5.1.6. Setting Equipment System Defaults

The screen pictured below shows the defaults, which can be setup for the Web Work Equipment module.



Use Auto-Number on New Equipment Record

This option has 2 choices: Yes or No.

YES: If yes is selected auto-numbering will be used whenever you click on the new button to create a new record.

NO: If no is selected you will have to manually enter a new record number after clicking on the new button to create a new record.

5.1.7. Setting Inventory Issue/Purchase System Defaults

The screen pictured below shows the defaults, which can be setup for the Web Work Inventory Issue/Purchasing module.



Inventory Issue Price

This option has 3 choices: Average Price, Last Price or Quoted Price.

Average: If this option is chosen, the inventory issue price will be set at the Average price.

Last: If this option is chosen, the inventory issue price will be set at the Last price.

Quoted: If this option is chosen, the inventory issue price will be set at the Quoted price.

Inventory Purchase Price

This option has 2 choices: Average Price and Last Price.

Average: If this option is chosen, the inventory purchase price will be set at the Average price. Last: If this option is chosen, the inventory purchase price will be set at the Last price.

Inventory Reorder Method

This option has 2 choices: EOQ or Min/Max.

EOQ: If this option is chosen, inventory will be reordered based on Economic Order Quantity.

MIN/MAX: If this option is chosen, inventory will be reordered based on Min/Max stock levels.

Issue Reserved Items Only

This option has 2 choices: Yes or No.

YES: If this option is chosen, you cannot issue unreserved items from the Inventory Module.

NO: If this option is chosen, you can issue items of any quantity (if available) to a work order.

Default Storeroom

Enter the default storeroom – click on the QUERY button of to choose a storeroom from the list contained in the Web Work database.

Use Auto-Number on New PO Record

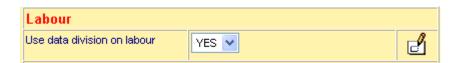
This option has 2 choices: Yes or No.

YES: If yes is selected auto-numbering will be used whenever you click on the new button to create a new PO record.

NO: If no is selected you will have to manually enter a new record number after clicking on the new PO button to create a new record.

5.1.8. <u>Setting Labour System Defaults</u>

The screen pictured below shows the defaults, which can be setup for the Web Work Labour module.



Use Data Division on Labour

This option has 2 choices: Yes or No.

YES: If yes is selected only employees in your own data division can be seen.

NO: If no is selected all employees can be seen by all data divisions.

5.1.9. <u>Setting System Defaults</u>

The screen pictured below shows the defaults, which can be setup for the Web Work Labour module.



Tax 1 Rate

Setup the tax rate for tax1.

Tax 2 Rate

Setup the tax rate for tax2.

Decimal Place on Labour Cost

Setup the number of decimal places on labour costs.

Decimal Place on Material Cost

Setup the number of decimal places on material costs.

Report Writer

This option has 2 choices: On or Off.

ON: Select this option to have the Report Writer turned on.

OFF: Select this option to turn the Report Writer off.

Data Division Separator

This option has 2 choices: On or Off.

ON: Select this option to turn on Data Division separators. OFF: Select this option to turn off Data Division separators.

After Saving Record

This option has two choices Edit or New.

EDIT: Select this option to proceed to the Edit screen after saving a record.

NEW: Select this option to proceed to a New record after saving the one that is open.

Email Server

Enter the address of the email server to use.

Link Document URL

Enter the URL for Linked Documents



Whenever you change a system default, you must click on the *UPDATE* button to update the default, and then close the system default window and log off and then log back into the program to refresh the system.

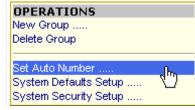
6.1 Setting Auto Numbers

With Web Work you can setup the numbering for your Work Orders, PMs, POs, Procedures, Equipment and Item Requests so that the number follows a specific format.

To set Auto-Numbers:

Click on the ADMIN button on the left hand side of the screen to access the Admin module.

- Click on the PERATION menu at the top of the Admin Screen to display the drop down menu.
- Select Auto Number from the drop down menu.



The Set Auto-Number screen will open as pictured below.



Click on the down arrow to select the Module you wish to set up auto numbering for.



If Auto Numbering has already been setup for the module you select, the applicable fields will be populated accordingly when you select that module.

- Select the Auto Number. This is the number of the next item in the module you have selected. For example if you choose the Work Orders module, this would be the next number work order number.
- Enter the number of Lead Zeros you want to have. For example if you choose 77 as your next work order auto number and you select 4 as the number of lead zeros, the next work order number will be 000077.
- Enter a prefix if applicable. For example if you choose your organizations intitals RT as the prefix for work orders and have already set up the auto number to be 77 and the lead zeros to be 4, the next work order will be numbered RT000077.
- Click on the SAVE button SAVE to save the auto-numbering.
- Click on the CLOSE button to exit the auto-numbering screen without updating the auto-numbering.

7.1 Work Order Status Codes

Web Work status codes are setup in the Admin module. The system has five status codes: WTAPPR (Waiting Approval), APPR (Approved), COMP (Complete), CLOSE (Closed) and CANC (Cancelled).

Users/Administrators can add their own Status codes as sub-codes of these four main Work Order Status codes.

7.1.1. Adding New Work Order Status Codes

To create Work Order Status Sub-Codes:

Click on the ADMIN button on the left hand side of the screen to access the Admin module.

RESOURCES

Work Order Status Codes

Set Up GL/Acct Codes

Set Up Fault Codes Administer Divisions

- Click on the EESQURGES menu at the top of the Admin Screen to display the drop down menu.
- Select Work Order Status Codes from the drop down menu.
- The work order status codes screen will open. A list of all work order status codes will be displayed
 in a table along with their category and description.
- To add a work order status code click on the NEW button
 The New Workorder Status screen will open as pictured below:



Click on the down arrow to select the Category.

- Enter the new status code.
- Enter a description for the new status code.
- Click on the SAVE button SAVE to save the status code.
- Click on the CANCEL button to exit the New Workorder status screen without updating the work order status.

7.1.2. Editing Work Order Status Codes

To create Work Order Status codes:

Click on the ADMIN button on the left hand side of the screen to access the Admin module.

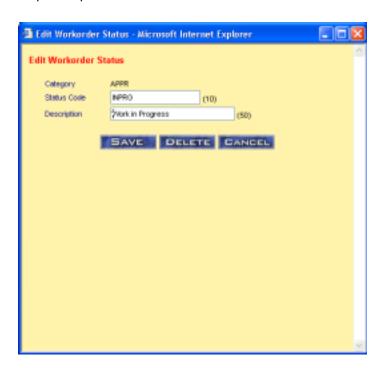
RESOURCES

Vork Order Status Code

Set Up GL/Acct Codes

Set Up Fault Codes Administer Divisions

- Click on the Series Menu at the top of the Admin Screen to display the drop down menu.
- Select Work Order Status Codes from the drop down menu.
- The work order status codes screen will open. A list of all work order status codes will be displayed
 in a table along with their category and description.
- To edit a status code click on the applicable category, code or description. The Edit Workorder Status screen will open as pictured below:



- Update the status code and description as required.
- Click on the SAVE button to save the updated status code. Click on the CANCEL button to close the edit work order status screen without updating the status code.

7.1.3. Deleting Work Order Status Codes

To delete a Work Order Status code:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.

 RESOURCES
- Click on the EESQUEGES menu at the top of the Admin Screen to display the drop down menu.
- Select Work Order Status Codes from the drop down menu.
- The work order status codes screen will open. A list of all work order status codes will be displayed
 in a table along with their category and description.
- To edit a status code click on the applicable category, code or description. The Edit Workorder Status screen will open.

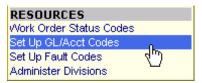
8.1 GL/Acct Codes

The set up GL/Acct Codes feature permits general ledger accounts to be set up to be used on Work Orders, PMs, Equipment, Locations etc.

8.1.1. Adding GL/Account Codes

To add new GL/Account codes:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RESQUECES menu at the top of the Admin Screen to display the drop down menu.

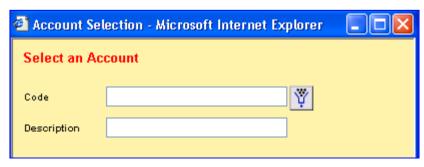


Work Order Status Codes

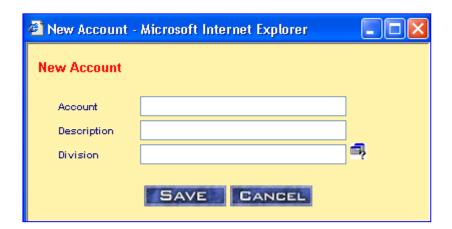
Set Up GL/Acct Codes Set Up Fault Codes

Administer Divisions

 Select Set Up GL/Acct Codes from the drop down menu to open the Account Selection screen as shown below:



- Click on the FILTER button to show a list of the accounts currently in the Web Work database.
- Click on the NEW button to open the New Account screen.



- Enter the account code.
- Enter a description for the code.
- Enter the applicable division.
- Click on the SAVE button to save the new account or on the CANCEL button to close the New Account screen without updating.

8.1.2. Editing GL/Account Codes

To edit GL/Acct codes:

Click on the ADMIN button on the left hand side of the screen to access the Admin module.

- Click on the RESPURCES menu at the top of the Admin Screen to display the drop down menu.
- Click on the FILTER button to show a list of the accounts currently in the Web Work database.
- Click on the Account Code or Description to open the account in edit mode.
- Update the information as required.

8.1.3. Deleting GL/Account Codes

To delete GL/Acct codes:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RESPURGES menu at the top of the Admin Screen to display the drop down menu.
- Click on the FILTER button to show a list of the accounts currently in the Web Work database.
- Click on the RADIO button beside the account code you wish to edit.
- Click on the EDIT button to open the edit account screen.

9.1 Fault Codes

Fault codes can be setup in Web Work and added when completing a work order to indicate the applicable fault code that applies to the work order.

9.1.1. Adding Fault Codes

To add fault codes:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the Research Research Research Research
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Select Set Up Fault Codes from the drop down menu.



The Fault Code Selection screen will open.

Click on the on the NEW button to open the New Fault Code screen.



- Enter a fault code.
- Enter a description for the fault code.
- Enter a parent code if applicable or click on the QUERY button of to select a parent code from the Web Work database.
- Click on the down arrow beside the Level field to select a level.
- Click on the SAVE button to save the fault code or on the CANCEL button to close the New Fault Code screen without updating.

9.1.2. Editing Fault Codes

To edit fault codes:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the SESSURCES menu at the top of the Admin Screen to display the drop down menu.
- Select Set Up Fault Codes from the drop down menu.

The Fault Code Selection screen will open.

- Click on the RADIO button beside the fault code you wish to edit.
- Click on the on the EDIT button
 EDIT to open the Edit Fault Code screen.
- Update the information as required.

9.1.3. Deleting Fault Codes

To delete a fault code:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RESPURGES menu at the top of the Admin Screen to display the drop down menu.
- Select Set Up Fault Codes from the drop down menu.

The Fault Code Selection screen will open.

- Click on the RADIO button beside the fault code you wish to delete.
- Click on the on the EDIT button to open the Edit Fault Code screen.

10.1 Administering Divisions

Web Work allows you to setup data divisions to segregate information between different divisions within your organization. Data divisions are setup in a hierarchal fashion with information being available to those in the same division or divisions higher.

To setup data divisions:

- Click on the ADMIN button ADMIN on the left hand side of the screen to access the Admin module.
- Click on the EESQUECES menu at the top of the Admin Screen to display the drop down menu.



• Select Administer Divisions from the drop down menu.

The Division Selection screen similar to the screen pictured below will open:



Click on the NEW button to add a division.



If you try to enter a division higher than the division you are assigned to the following message box will appear:



- Enter a Division number.
- Enter a description for the division.
- Click on the SAVE button

 SAVE to save the new division.

You can continue these steps until you have setup all the desired divisions of your company,

10.1.1. Editing Data Divisions

To edit data divisions:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the RESPURGES menu and select Administer Divisions from the drop down menu.
- Click on the radio button beside the applicable division and click on the EDIT button to open the following screen:

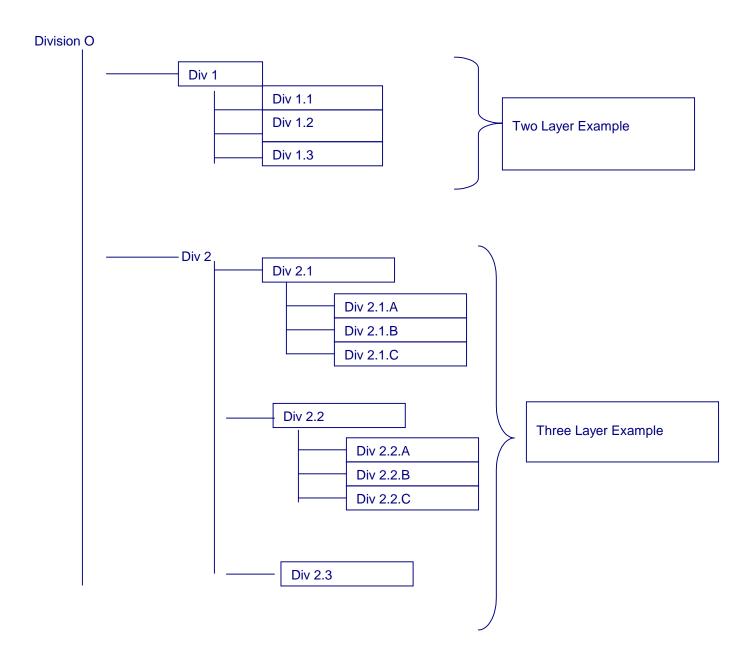


- Update the information for this division.
- Click on the check box beside Update Parent to update the parent division.
- Click on the SAVE button SAVE to save the changes to the division.



If you set up data divisions for your company, access to information in the Web Work system will be setup according to the data division assigned to each user through their labour record.

Example Tree Structure Setup for Data Divisions:





In the example above those persons in data division 1 would have access to their information and any below it and on the same branch of the tree structure. Persons in data division 2 would have access to their division and divisions below it on the same branch.

11.1 Field Labels

The Field Labels feature allows you to customize Web Work Field Labels to suit your organization's needs.

To edit field labels:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the menu and select Field Labels from the drop down menu to open the Field Labels screen.



Click on the down arrow beside the Select Table Select Table: Locations if ield to select a work order table.

A screen similar to the one shown below will open:



• Click on the any of the Field Labels to open the Edit Field Label screen.

- Enter a new Field Label Name
- Click in the checkbox if you wish to change all fields that have the same name as the original field.



- Click on the SAVE button to save the field label or the CANCEL button to cancel this operation.
- Click on Close to close the Field Label screen.

12.1 Equipment Renumbering

The Equipment Renumbering feature is a utility, which allows you to change a current equipment code to a new code.

To change an equipment code:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the **TERM** menu and select Equipment Renumber from the drop down menu to open the Field Labels screen.

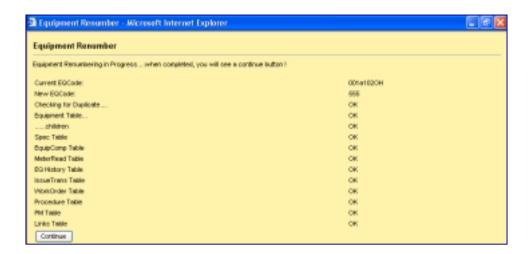


A screen similar to the one shown below will open.



- Click on the down arrow beside the Current Equipment Code field to select the equipment you
 wish you change the code for.
- Enter a New Equipment Code.
- Click on the UPDATE button to update the equipment code.

A screen similar to the one shown below will open:



 Click on the CONTINUE button. This will close the current screen and return you to the main Admin module.

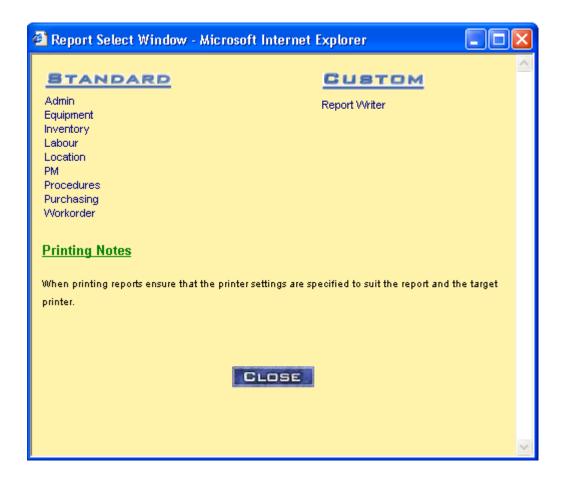
13.1 Admin - Reports

To access Admin Reports:

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the menu and select Report Admin from the drop down menu.



A screen similar to the one pictured below will open:



Click on any of the Reports listed under Standard or Custom, to open them.



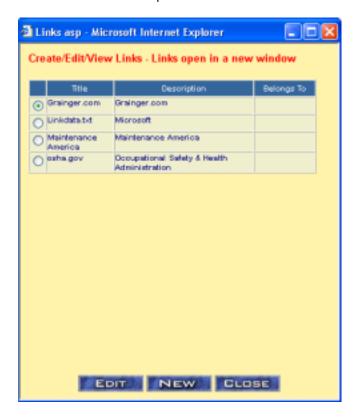
The Reports section of the Admin module is exactly the same as the Reports module. For more information on Reports see the reports module section of this module.

14.1 **Links**

- Click on the ADMIN button on the left hand side of the screen to access the Admin module.
- Click on the menu and select Links from the drop down menu.



A screen similar to the one shown below will open:





You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module will not be shown.

For information on creating New links see the Links section of this manual.